



Register a Group of Unpublished Photographs

Application Format: Group Registration of Unpublished
Photographs (GRUPH)

REGISTRATION PROCESS OVERVIEW



Group of Photographs - Registration Process Overview

[<< Back](#) | [Start Registration](#)

These applications may **only** be used to register a group of photographs.

If the Copyright Office determines that your works cannot be registered with these applications, your claim may be refused, or there may be delays in the examination of your claim that could require the payment of an additional fee and a later effective date of registration for your claim.

Eligibility Criteria

These applications may be used to register:

- A group of published photographs; or
- A group of unpublished photographs.

These applications **may not** be used to register any other type of work. If you do not want to register a group of photographs, please return to the "Home" screen to select the Standard Application or one of the "Other Registration Options" listed on that screen.

These applications **may not** be used to correct an error in an existing registration, or to amplify the information given in an existing registration. For this type of request, please return to the "Home" screen and select the option for "Correct or Amplify an Existing Registration".

To Complete the Application for Registration you must:

- 1) [Provide all required information on the application form](#)
- 2) [Pay the required fee](#)
- 3) [Upload or mail-in a copy of your work](#)

If your works meet all of the eligibility criteria, click the "Start Registration" button.

Privacy Act Notice: Sections 408-410 of title 17 of the United States Code authorize the Copyright Office to collect the personally identifying information requested on this form in order to process the application for copyright registration. By providing this information you are agreeing to routine uses of the information that include publication to give legal notice of your copyright claim as required by 17 U.S.C. § 705. It will appear in the Office's online catalog. If you do not provide the information requested, registration may be refused or delayed, and you may not be entitled to certain relief, remedies, and benefits under the copyright law.

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TYPE OF GROUP – UNPUBLISHED PHOTOGRAPHS



[Form](#) [Pay](#) [Submit Work](#)

Case #: 1-13437669308

Date Opened: 1/24/2024

Application Format: Standard

Type of Group

Type of Group

[Continue >>](#)

Please select a "Type of Group" from the dropdown list, then click "I agree" to confirm you meet all requirements for the selected group registration. Click "Continue" to begin the application.

If you do not meet the eligibility or other requirements for group registration, please return to the "Home" screen to select the Standard Application or one of the "Other Registration Options" listed on that screen.

*Type of Group:

This application may be used to register up to 750 photographs. Select "Unpublished Photographs" if the following requirements have been met:

- All of the photographs
- (a) are unpublished AND
- (b) were created by the same author AND
- (c) are owned by the same copyright claimant

After you submit the application and pay the filing fee, you must submit each photograph in JPEG, GIF, or TIFF format.

Note: You are strongly encouraged to upload all of the photos in a .ZIP or .RAR folder. **DO NOT** upload your photos one by one.

[Click here](#) to watch a video that provides step-by-step instructions for uploading a .ZIP or .RAR folder to the electronic registration system.

In addition, you must submit a sequentially numbered list of photographs containing the title and file name for each photograph. You are strongly encouraged to use the "title template" posted on the Office's website to create this list.

The list should be submitted in .XLS, .XLSX, or .PDF format, and the filename for the list must contain the title of the group and the Case Number assigned to the application.

You are encouraged to prepare this list before you start your registration application. Guidance for completing the title template is available [here](#).

Need help? [Click here](#) to watch a video that provides step-by-step instructions for completing this application. [Click here](#) to read the help text.

* I agree that I have read, understood, and I meet all eligibility requirements described above for filing the selected Group Registration.



Form Pay **Submit Work**

Case #: 1-13437669308
Application Format: Standard

Type of Case: Unpublished Photographs

Date Opened: 1/24/2024

Link	Completed
Type of Group	✓
→ Titles	
Author	
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Titles

[<< Back](#) [Continue >>](#)

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Required: The first time you click "New", you will provide information for the entire group of photographs
Optional: While giving individual photograph information within the group is optional, it is *recommended*.
 Click "New" again as many times as needed to provide the titles for individual photos within the group
Note: If you decide to provide titles for individual photographs, you must provide title information for all photographs in the group.

[New *](#)

All Titles

Title	Type	Number of Photos	Year of Completion	Edit	Delete
No Records					

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TITLES - GROUP TITLE INFORMATION



Form | Pay | Submit Work

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Date Opened: 1/24/2024

Title

Enter a title for this entire group of photographs and the number of photographs included. "Year of Completion" refers to the most recently created photograph in the group.

Any text entered beyond the 1,995 character limit for photograph titles will automatically be deleted.

Click "Save" when you are finished adding the information.

*Title of Group (1,995 Character Limit): [Help](#)

*Year of Completion [YYYY]: [Help](#)

*Number of Photos in Group (Maximum 750): [Help](#)

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Type of Case: Unpublished Photographs

Date Opened: 1/24/2024

Links	Completed
Type of Group	✓
Titles	
➔ Author	
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Author

[<< Back](#) [Continue >>](#) [Add Me](#) [Save For Later](#)

Author's Name Give either an individual name OR an organization name, but not both. The author is the person who created the photographs unless the contribution was "Made for hire", in which case the employer is the author. Either citizenship or domicile of the author is also required. Joint authorship is excluded from this registration option.

Individual: OR Organization:

* First Name: OR Organization Name:

Middle Name:

* Last Name:

Is this author's contribution a work made for hire? [Help](#)

* Citizenship: [Help](#)

OR

* Domicile: [Help](#)

Anonymous: [Help](#)

Pseudonymous: [Help](#)

Pseudonym: [Help](#)

Year of Birth [YYYY]:

Year of Death [YYYY]:

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Form Pay **Submit Work**

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Claimants

[<< Back](#) [Continue >>](#)

[Save For Later](#)

Please identify the copyright claimant(s) in these photographs. The author is the original copyright claimant. The claimant may also be a person or organization to whom copyright has been [transferred](#). In this case a [transfer statement](#) must be provided.

To be named as a claimant by means of a transfer, a person or organization must own all rights under the [U.S. Copyright law](#). In addition, a claimant must own the copyright in [all of the authorship](#) covered by this registration. Click "New" to add a claimant, or, if you are a claimant and your name appears in the User Profile for this account, click "Add Me" to add your name and address into the claimants list.

After you enter the claimant information, click 'Save'. Repeat this process for each additional claimant.

[New *](#)

[Add Me](#)

To [edit](#) or [delete](#) a claimant, click the appropriate link in the list below. When the list is complete and correct, click "Next".

Claimants

					No Records	
Name	Organization Name	Transfer Statement	Address	Edit	Delete	
⏪ ⏩ ⏴ ⏵						

CLAIMANTS – CLAIMANT INFORMATION



Form Pay Submit Work

Case #: 1-13437669308
Application Format: Standard

Type of Case: Unpublished Photographs

Date Opened: 1/24/2024

Claimants

Claimant's Name Give either an individual name OR an organization name, but not both.

Individual Claimant:	OR	Organization:
*First Name: <input type="text"/>		*Organization Name: <input type="text"/>
Middle Name: <input type="text"/>		
*Last Name: <input type="text"/>		
* Address 1: <input type="text"/>		State: <input type="text"/>
Address 2: <input type="text"/>		Postal Code: <input type="text"/>
* City: <input type="text"/>		Country: <input type="text"/>

If any claimant is not an author, you must include a [transfer statement](#) showing how the claimant obtained the copyright.

Transfer Statement:

Transfer Statement Other:

RIGHTS & PERMISSIONS INFORMATION (OPTIONAL)



Form | Pay | Submit Work

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Application Format: Standard

Rights & Permissions Information (Optional)

Link	Completed
Type of Group	✓
Titles	
Author	
Claimants	
➔ Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

[<< Back](#) | [Continue >>](#)

[Add Me](#) | [Save For Later](#)

You may provide contact information for a person and/or organization to be contacted regarding copyright management information or permission to use this work.

Important: If you prefer not to provide personally identifying information, you may list a third party agent or a post office box.

Individual:

First Name:

Middle Name:

Last Name:

Email:

Phone:

Alternate Phone:

Organization:

Organization Name:

Address 1:

Address 2:

City:

State:

Postal Code:

Country:

CORRESPONDENT INFORMATION



Form Pay **Submit Work**

Case #: 1-13437668308
Application Format: Standard

Type of Case: Unpublished Photographs

Date Opened: 1/24/2024

Correspondent

Link	Completed
Type of Group	✓
Titles	
Author	
Claimants	
Rights & Permissions	
→ Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

[<< Back](#) [Continue >>](#)

[Add Me](#) [Save For Later](#)

This is the person the Copyright Office will contact if it has questions about this application.
Completion of the name, email address and correspondence address is mandatory.

Individual:	Organization:
*First Name: <input type="text"/>	Organization Name: <input type="text"/>
Middle Name: <input type="text"/>	
*Last Name: <input type="text"/>	
*Email: <input type="text"/>	*Address 1: <input type="text"/>
Phone: <input type="text"/>	Address 2: <input type="text"/>
Alternate Phone: <input type="text"/>	*City: <input type="text"/>
Fax: <input type="text"/>	State: <input type="text"/>
	Postal Code: <input type="text"/>
	Country: <input type="text"/>

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CERTIFICATE MAILING ADDRESS



Form Pay Submit Work

Case #: 1-13437688308
Application Format: Standard

Type of Case: Unpublished Photographs

Date Opened: 1/24/2024

Mail Certificate

Link	Completed
Type of Group	✓
Titles	
Author	
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

[<< Back](#) | [Continue >>](#) | [Add Me](#) | [Save For Later](#)

This is the address to which the registration certificate should be mailed.
Completion of Individual and/or Organization Information, Address is mandatory.

Individual:	Organization:
* First Name: <input type="text"/>	* Organization Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
* Address 1: <input type="text"/>	* State: <input type="text"/>
Address 2: <input type="text"/>	* Postal Code: <input type="text"/>
* City: <input type="text"/>	Country: <input type="text"/>

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SPECIAL HANDLING (OPTIONAL)



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Links	Completed
Type of Group	✓
Titles	
Author	
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
Certification	
Review Submission	

Special Handling (Optional)

<< Back ||| Continue >>

||| Save For Later |||

[Special handling](#) is expedited service that is available only to filers who satisfy one or more of the compelling reasons below. Special handling also carries a significant [surcharge fee](#). If you do not qualify for special handling service, please click the Continue button without completing this screen.

Note: The significant special handling surcharge fee is non-refundable. Please click [here](#) to review the current fee.

Special Handling (The information requested below is required for Special Handling claims)

Compelling Reason(s) (At least one must be selected)

- Pending or prospective litigation
- Customs matters
- Contract or publishing deadlines that necessitate the expedited issuance of a certificate

I **certify** that I am the author, copyright claimant, or owner of exclusive rights, or the authorized agent of the author, copyright claimant, or owner of exclusive rights of this work.

Explanation for Special Handling:

This is the place to give any comments/instructions regarding special handling specific to this claim.

CERTIFICATION



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Case #: 1-13437669308
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Date Opened: 1/24/2024

Certification

Link	Completed
Type of Group	✓
Titles	
Author	
Claimants	
Rights & Permissions	
Correspondent	
Mail Certificate	
Special Handling	
→ Certification	
Review Submission	

[<< Back](#) | [Continue >>](#)

[Save For Later](#)

The Application must be certified by the author, copyright claimant, or owner of exclusive right(s), or by the authorized agent of any of the preceding.

17 USC 506(e): Any person who knowingly makes a false representation of a material fact in the application for copyright registration provided by section 409, or in any written statement filed with the application, shall be fined not more than \$2500.

* I certify that I am the author, copyright claimant, or owner of exclusive rights, or the authorized agent of the author, copyright claimant, or owner of exclusive rights of this work and that the information given in this application is correct to the best of my knowledge.

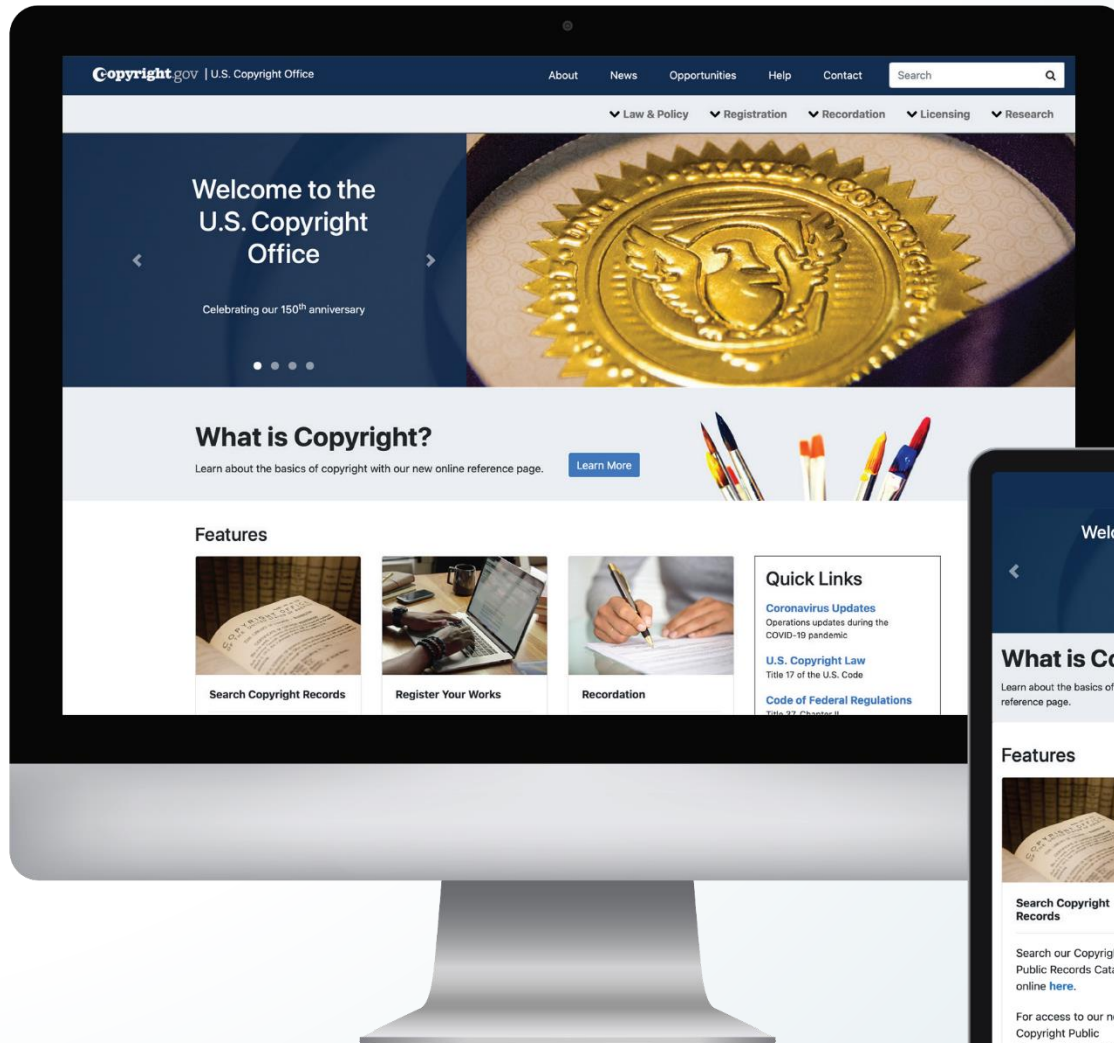
* Name of certifying individual:

* File Name for Required Numbered List of Photographs (200 Character Limit): [Help](#)

Applicant's Internal Tracking Number (Optional):

Note to Copyright Office (Optional):

This is the place to give any comments specific to this claim, the application, or the deposit copy, if necessary.



Copyright.gov

